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1. Job Possibilities for Those Retired or Separated:
Representatives from External Placement met with [REDACTED]

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b. The survey of OSR has been completed, except for the formal survey report which is now being written.

c. The special rate schedules for Accountants (GSF) and for Medical Officers (GSM) have been developed and transmitted to the Office of Finance and other components for implementation. An Office of Personnel Memorandum covering the authority for these special rates is being developed.

7. Specialized Personnel Skills Training: All administrative arrangements for the next session of the PMCD Orientation Course have been made. The course is scheduled for 5-9 November. The classroom has been reserved and arrangements made for preparing a training film and a video recording.

8. Retired Annuitants: During the week I approved the following retired annuitant cases for the Directorate of Management and Services:

25X1A [REDACTED] -- Office of Security --
Independent Contractor -- one year extension.

25X1A [REDACTED] -- Office of Security --
Independent Contractor -- one year extension.

9. Suggestion and Invention Awards Program: At their October 1973 meeting, the Operations Directorate Special Panel, Suggestion Awards Committee, acted upon ten cases. Six ideas were declined with Letters of Appreciation because these were either technically impractical or operationally unfeasible. The Panel recommended total awards of \$2,250 for four cases; one of these four was for a \$1,500 award.

10. Health Insurance: Drafts of the Headquarters Notice and Field Notice regarding the November Open Season were forwarded to the Regulations Control Branch.

25X1A 11. Award for IC Staff Officer: [REDACTED] Jr., IC Staff, has been awarded the Joint Services Commendation Medal by the Director of the Defense Intelligence Agency for his services from January 1970 to July 1973 with DIA.

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12. **Reminders:** Premium due reminders were sent to the nearly 900 employees covered by the Specified Dread Diseases Insurance Plan.

Coming Events

1. Work will continue on the survey of OTS, OSR, NPIC, USIB, OS and OLC.

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2. Follow-up with Directorate representatives on their development of DCI briefings on the Personnel Development Plan.

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3. Messrs. Blake [REDACTED] will visit [REDACTED] Chicago, St. Paul, Austin and Denver.

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4. Continue our review and analysis of Annual Personnel Plans.

5. The EAA October Fair will be held in the First Floor J and C corridors, 23 - 26 October.

6. Combined Federal Campaign: The first report of pledges and collections for the current CFC drive will be provided 23 October.

Signed: John F. Blake

John F. Blake
Director of Personnel

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OD/Pers/[REDACTED]kmd (19 October 1973)

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